

Program Description

The City of West Sacramento has established a paid student summer internship program to provide students with practical work experience related to their academic major or chosen field of study. This program provides the City with the opportunity to invest in our future workforce and demonstrate how students can have the career they want in local government while serving their community.

The eight-week internship will provide interns with positive examples of public service, hands on experience, and an insight into how city governments are run.

Interns will spend time job shadowing City employees. Assignments will be based on the level of experience and the department to which they are assigned.

Eligibility Requirements

In order to be eligible to participate in the Program, the intern must:

- Be a high school junior or senior 16 years of age or older OR be enrolled in an accredited college/university or a graduating high school senior enrolled in an accredited college/university
- Be able to work in the US
- Submit an official City application form
- Priority will be given to Washington Unified School District (WUSD) students who are enrolled in a career-driven pathway or academy. Secondary preference will also be given to other Washington Unified School District students and graduates, and West Sacramento residents.



City of West Sacramento

Summer STEPS
Student Internship Program
2016

Strides Towards Entering Public Service

Summer STEPS

Student Internship Program

Program Start: June 13, 2016

Program End: August 5, 2016



City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691
(916) 617-4567
www.cityofwestsacramento.org

The City of West Sacramento is comprised of eight departments, each of which will have a minimum of two interns assigned.

Departments

Administrative Services

- Finance
- Human Resources
- Information Technology

City Manager's Office

- City Clerk
- Community Relations/Graphic Services
- Risk Management
- Government Affairs

Economic Development & Housing

- Port of West Sacramento
- Housing
- Urban Farms

Community Development

- Building
- Code Enforcement
- Development Engineering
- Planning
- Flood Protection

Fire

- Emergency Services
- Fire Prevention
- Fire Administration
- Hazardous Materials

Parks & Recreation

- Parks
- Recreation
- Tree Program
- Early Learning Services

Police

- Administrative
- Operations
- Support Services

Public Works

- Facilities & Fleet Maintenance
- Engineering (Construction, Traffic)
- Operations
- Traffic & Transportation

Application Process

The application acceptance period will close upon receipt of **75 applications** per department/division or **5:00 p.m., May 8, 2016**, whichever occurs first. These recruitments may close without notice.

Panel interviews will be scheduled during the second and third week of May by each department or division.

Notifications will be made to applicants by the end of May, regardless of status.



Program Schedule

The Program will begin Monday, June 13th at 8:00 a.m. (unless otherwise determined by the department). Work days will be Monday–Friday 8:00 a.m.–5:00 p.m. (40 hours per week). The Program will end on Friday, August 5th.

How to Apply

Candidates are strongly encouraged to apply on-line using the CalOpps web site at www.calopps.org and visiting the City of West Sacramento's employment page. The CalOpps on-line application is considered to be an official City application.

—or—

A City of West Sacramento application, resume and completed supplemental questionnaire may be submitted to:

City of West Sacramento
Human Resources Division
1110 West Capitol Avenue, 3rd Floor
West Sacramento, California 95691

You will be disqualified if you do not submit a City application, resume and completed supplemental questionnaire.

Clearly indicate the specific department or division applied for on your application. Applicant may be required to submit additional proof of qualifications if sufficient information is not provided.

City application can be obtained in person, by sending a self-addressed, stamped envelope (#10 or business size) to the Human Resources Division, or by downloading the information from the City's web site at <http://www.cityofwestsacramento.org>

The City of West Sacramento is an Equal Employment Opportunity / Federal Affirmative Action employer. Reasonable accommodation in the application, examination, and selection process will be made upon request.

NOTE: The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change.



CITY OF WEST SACRAMENTO
SUMMER STEPS
2016

Supplemental Questionnaire

Name: _____
(Last Name) (First Name) (Middle Initial)

To be considered for the Summer STEPS Internship Program, all candidates are to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill this position.

Please attach your typewritten responses to this sheet and submit with your application and resume.

The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "education" section), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation.

1. Please indicate your education status?
 - a. High School Junior or senior, 16 years of age or older
 - b. Incoming 1st or 2nd year college/university students, or Community college student
 - c. Incoming 3rd or 4th year college/university students. Student interns at this level must work in their chosen field of study.
 - d. Professional and graduate school students. Student interns at this level must work in their chosen field of study.

2. What is your intended or desired field of study?

3. Briefly explain your interest in working for the City of West Sacramento.

I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process. My signature authorizes the City of West Sacramento to make any appropriate investigations to verify information.

Signature of Applicant: _____ **Date:** _____